

ACHA Executive Assistant to the President / CEO

The Adult Congenital Heart Association (ACHA) is a rapidly growing national patient advocacy organization that engages patients, caregivers, family members, healthcare providers, elected officials and other key constituents in activities to improve and extend the lives of the millions born with heart defects through education, advocacy and the promotion of research.

ACHA seeks a highly organized, experienced and professional Executive Assistant to help ensure the efficient functioning of our executive and administrative functions. This is an excellent opportunity to invest your skills in a highly-respected organization, and help ACHA address the unmet needs of those living with this country's most common birth defect. To learn more about our work visit www.achaheart.org. The Executive Assistant position is full-time (40hours/week) and is located in ACHA's national office in Media, PA.

POSITION SUMMARY

ACHA is experiencing an exciting period of growth and the Executive Assistant will play a pivotal role in the organization's continued success and expansion. The Executive Assistant will carry out normal administrative responsibilities to support the President / CEO and will serve as the staff assistant to ACHA's Board of Directors. The position will also supervise the Office Administrator and provide secondary administrative support to ACHA's finance, development and programs departments.

POSITION RESPONSIBILITIES

1. Schedule meetings and conference calls for the CEO and maintain CEO's outlook calendar.
2. Ensure key events and programs are placed on CEO's calendar and schedule travel and accommodations as necessary; process CEO's monthly expense reports.
3. Schedule staff, Board and committee meetings, conference calls and retreats; manage meeting logistics and prepare materials such as agendas, minutes, dashboards and other key documents.
4. Work with staff and board leadership as well as outside consultants to regularly review and update key documents (such as by-laws and policy manuals) as necessary.
5. Manage logistics and serve as project team lead for planning and executing the ACHA National Conference. Maintain knowledge of annual Regional Conferences and answer registration and other general questions as needed.
6. Supervise the Office Administrator in the performance of her daily duties, including answering phones/transferring calls, opening/processing mail, maintaining supplies and equipment, shipping brochures and other materials, etc.
7. Ensure accurate and timely processing of ACHA donations, including database entries and processing acknowledgement letters; coordinate additional personalization of donation acknowledgements by the CEO, including notes on letters, note cards, and phone calls, when appropriate.
8. Assist ACHA's Development Manager in monthly reconciliations in conjunction with the Finance Department.
9. Assist Finance Director with Audit preparation as needed.
10. Maintain high-level knowledge of all programs so as to answer general questions; know when to text/call program staff with questions vs transferring.

11. Oversee the set-up of program evaluations.
12. Help de-identify research applications.
13. Provide administrative support for hiring and orientation of new staff.
14. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM WORK

- A minimum of a BA/BS required.
- A minimum of 3-5 years of relevant work experience required.
- Superior organizational, written and oral communication skills. Outstanding attention to detail is required.
- Successful at handling multiple responsibilities and competing priorities.
- Position will have access to sensitive information and, therefore, the ability to maintain a high level of confidentiality is required.
- An outgoing personality with a demonstrated ability to form and manage productive relationships is required.
- Ability to be self-starting, self-sufficient and independently focused, with minimal supervision.
- Ability to critically assess systems and procedures and suggest improvements.
- Proven computer competency, with strong hands-on capability in the Microsoft Office Suite, as well as experience in contact management databases, such as Raiser's Edge preferred
- Familiarity with non-profit administration and board governance preferred, but not required.

COMPENSATION

The salary for this position is competitive and commensurate with experience. ACHA offers a generous benefits package including health, dental, vision, life and disability plans as well as retirement and paid time off.

ANTI-DISCRIMINATION POLICY

ACHA does not discriminate based on ethnicity, race, gender or sexual orientation and encourages all qualified individuals to apply, including those with congenital heart disease.